

**JF**  
**STUDENT ADMISSIONS**

The person enrolling a student (except homeless students) in the school for the first time will be asked to produce one (1) of the following proofs:

- A. A certified copy of the child's birth certificate.
- B. Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate.
- C. A letter from the authorized representative of an agency having custody of the student(pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

A valid/current dependent military identification card will be accepted as proof of identity and age in order to enroll a student into school; however, a certified copy of the child's birth certificate or other document complying with A.R.S.15-828 is required to be made a part of the student's cumulative educational record.

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the school to disclose to any person a student's educational record without prior parental consent unless the school makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

**Certificate of Educational Convenience Applications**

A pupil who is precluded by distance, lack of adequate transportation facilities or a parent's or guardian's employment from attending a school in the School District or county of the pupil's residence or who resides in unorganized territory may apply for a certificate of educational convenience.

A school district that receives an application pursuant to §15-825 shall submit the completed application to the County School Superintendent electronically, in person or by regular mail.

The Governing Board encourages the admission of all eligible students into our schools. Verification of eligibility shall be the duty of the administration to protect our students from possible overcrowding, with all of its attendant disadvantages, and to protect our taxpayers from unwarranted financial burden.

The guides to eligibility for admission set forth in the statutes for children of compulsory school age must be followed.

Routine admission of students will be limited to District residents or to children of District residents and by available school space.

Adopted:\_\_\_\_\_

LEGAL REF.:

A.R.S.  
15-825

15-828

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001, as amended by the Every Student Succeeds Act (ESSA) of 2015

CROSS REF.:

IKEB - Acceleration

JFAA - Admission of Resident Students

JFAB - Admission of Nonresident Students

JFABD - Admission of Homeless Students

JFB - Open Enrollment

JG - Assignment of Students to Classes and Grade Levels

JLCB - Immunizations of Students

JLH - Missing Students

JR - Student Records

JRCA - Request for Transfer of Records